

Buyer Code: Date: Subcontract Number: Subcontractor: Requesting Organization: Quantity:

Item/Service: Estimated Savings: \$ Total Value of Subcontract: \$
(NOTE: On multiple-year contracts, complete a Cost-Savings Report each year to record the savings for the current year only.)

Percentage of Savings:

Cost savings secured by:

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Improving the purchase price through negotiation or other concessions | <input type="checkbox"/> 4. Having the supplier carry the inventory for the Laboratory | <input type="checkbox"/> 13. Comparing outside competition for items that can be made in-house |
| <input type="checkbox"/> a. Reduction in cost elements (e.g., labor hours, labor rates, overhead, G&A, and profit) | <input type="checkbox"/> 5. Developing new sources of supply resulting in cost savings | <input type="checkbox"/> 14. Changing the type of order (e.g., depending on the time required, advising the requester that the item is less expensive than leasing, or vice versa) |
| <input type="checkbox"/> b. Reduction of fee | <input type="checkbox"/> 6. Obtaining a no-charge sample | <input type="checkbox"/> 15. Obtaining a “demo” or “used” item instead of a new unit |
| <input type="checkbox"/> c. Better payment terms (e.g., 1% vs. net) | <input type="checkbox"/> 7. Initiating changes in design or material that result in a price reduction | <input type="checkbox"/> 16. Substituting comparable, less costly material |
| <input type="checkbox"/> d. Better freight terms | <input type="checkbox"/> 8. Converting sole source or no-substitution procurements to competitive procurement and obtaining reduced pricing | <input type="checkbox"/> 17. Changing specs to improve quality, process time, or other operating savings |
| <input type="checkbox"/> e. Extended warranties | <input type="checkbox"/> 9. Directing the requester to available “loaner” | <input type="checkbox"/> 18. Querying vendors for cost-cutting ideas |
| <input type="checkbox"/> f. Free accessories | <input type="checkbox"/> 10. Directing the requester to acceptable items from Excess | <input type="checkbox"/> 19. Knowing current trends in the market price via market surveys, thereby decreasing the price based on volume |
| <input type="checkbox"/> g. Free use of loaner, in lieu of renting one for immediate needs | <input type="checkbox"/> 11. Recognizing repetitive purchases of the same item(s) and initiating blanket order | <input type="checkbox"/> 20. Cost-type orders where the Contract Specialist negotiates down the original estimated cost |
| <input type="checkbox"/> 2. Combining PRs for savings (Please state # of PRS combined) | <input type="checkbox"/> 12. Including quantity options in orders to take advantage of the current price | <input type="checkbox"/> 21. Time and material orders where the Contract Specialist negotiates a lower than proposed fixed rate in “on-call” orders (The savings is not reported until money is obligated.) |
| <input type="checkbox"/> 3. Determining quantity breaks | | <input type="checkbox"/> 22. Other |

Explanation:

Contract Specialist: Group Group Office Concurrence: